

FIG. 1A

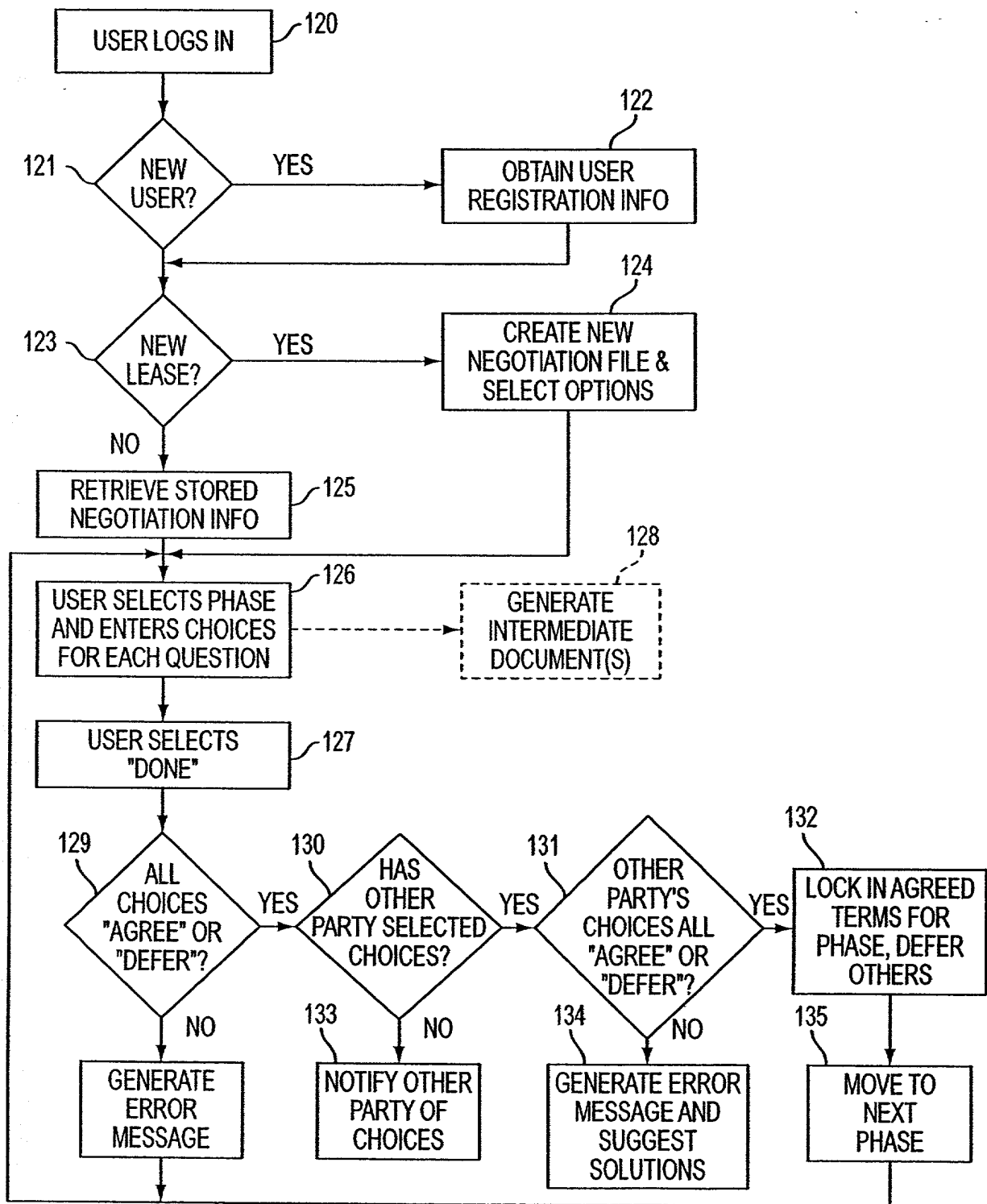


FIG. 1B

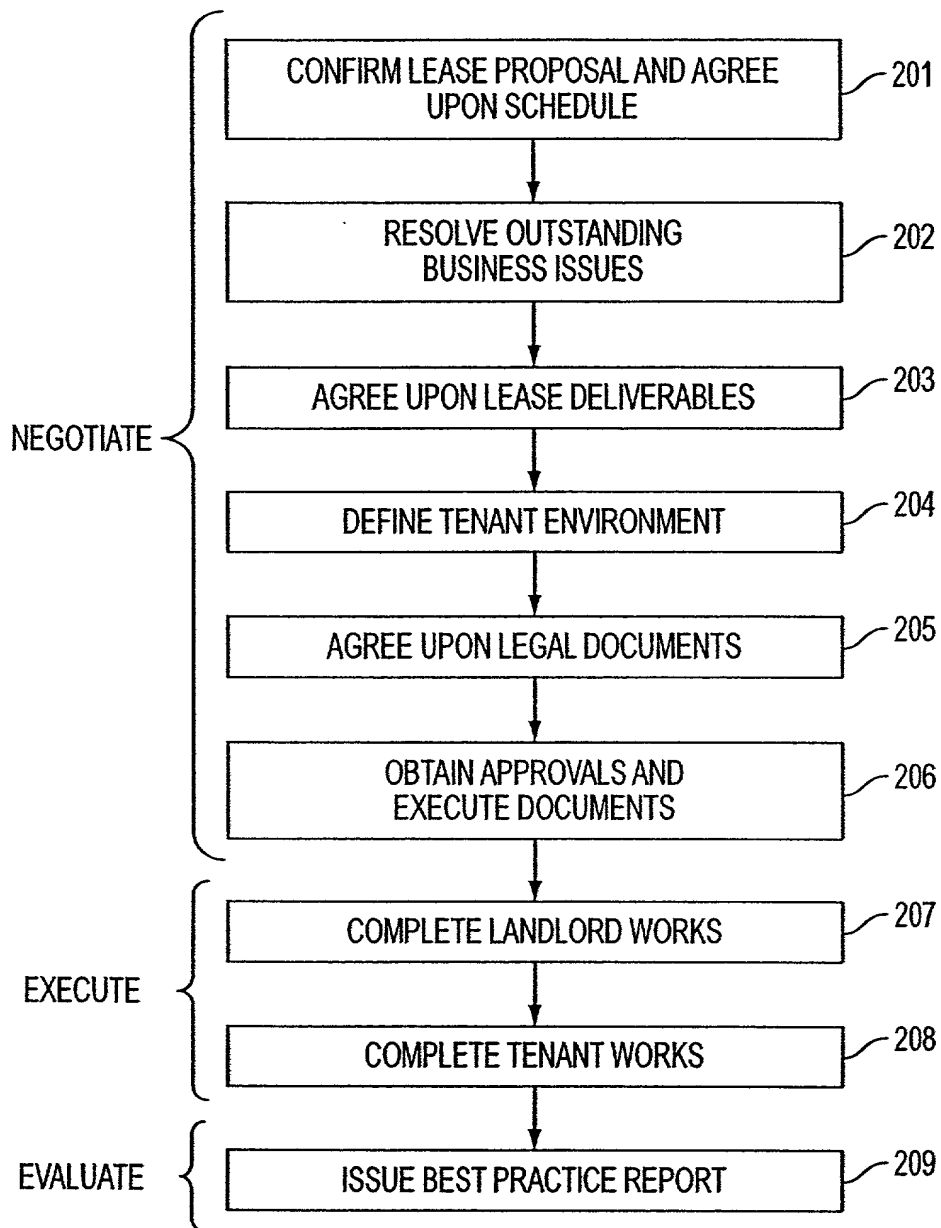


FIG. 2

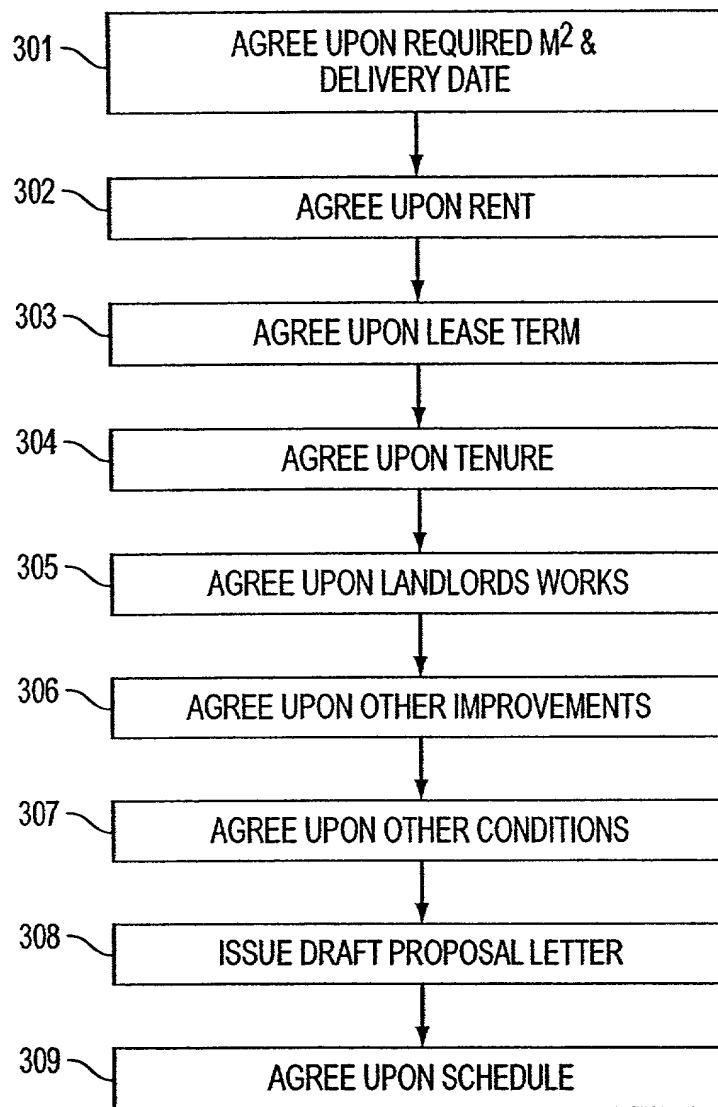


FIG. 3

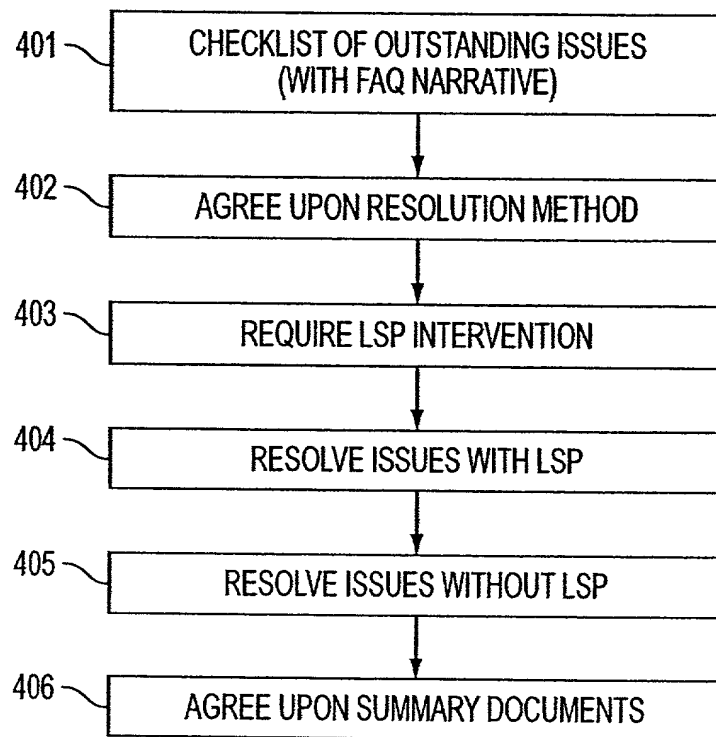


FIG. 4

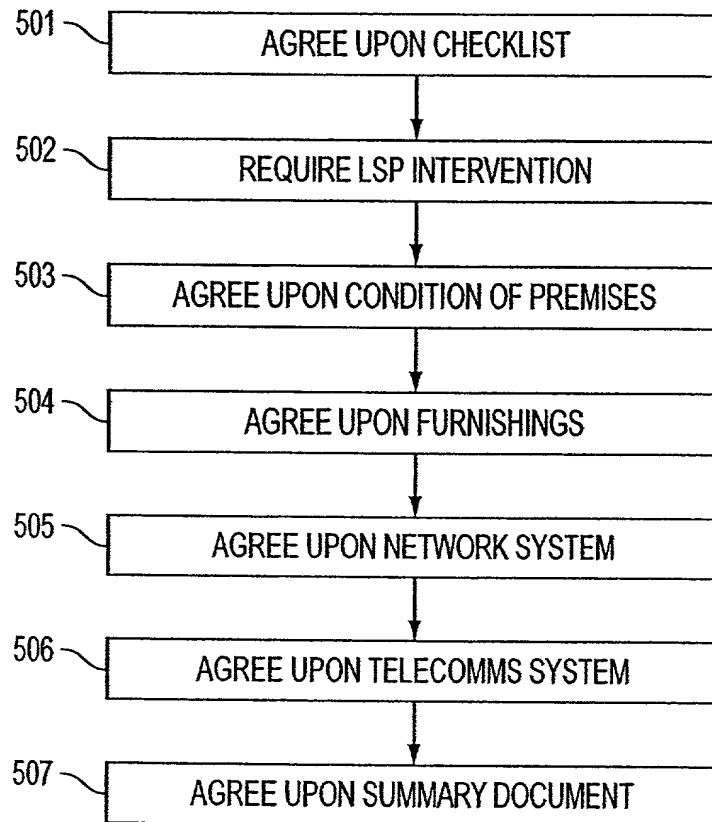


FIG. 5

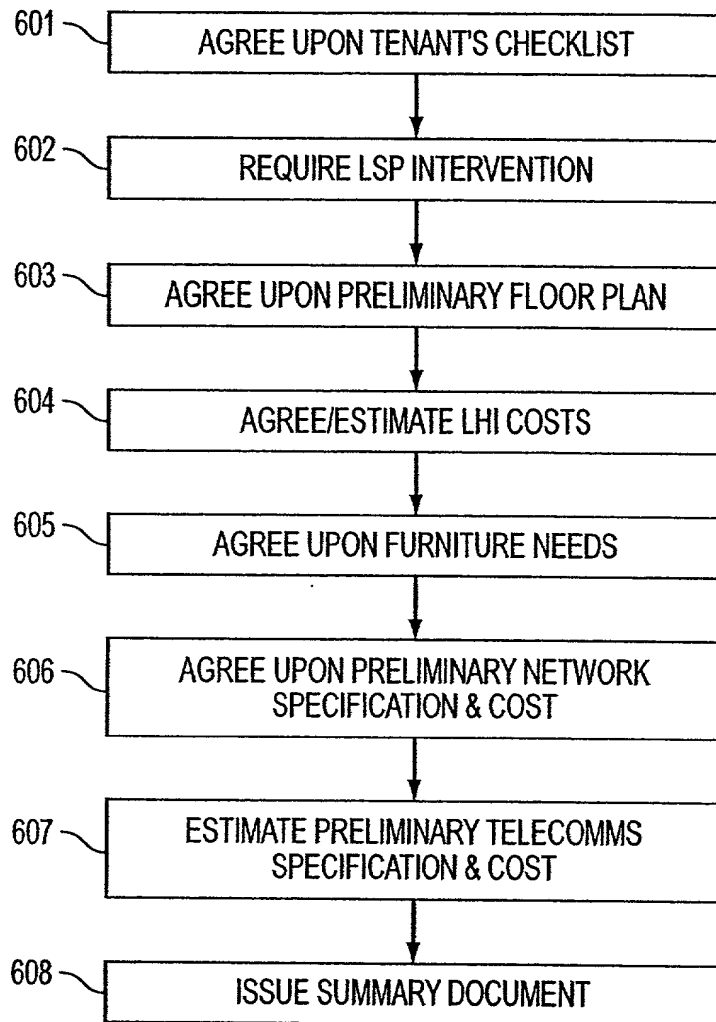


FIG. 6

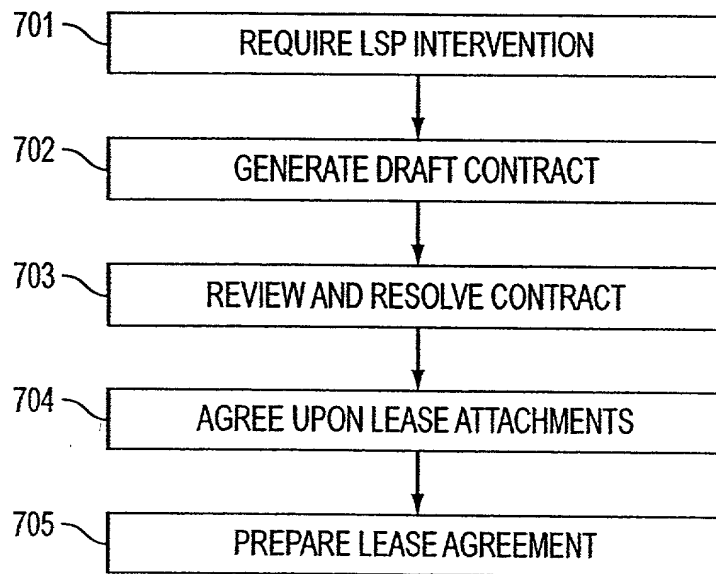


FIG. 7

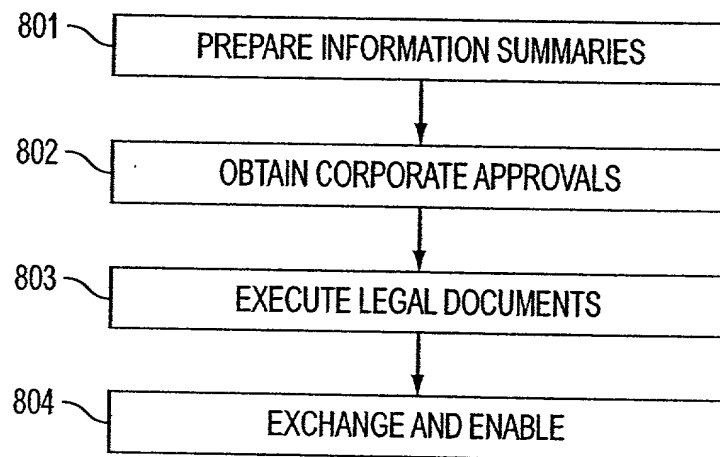


FIG. 8

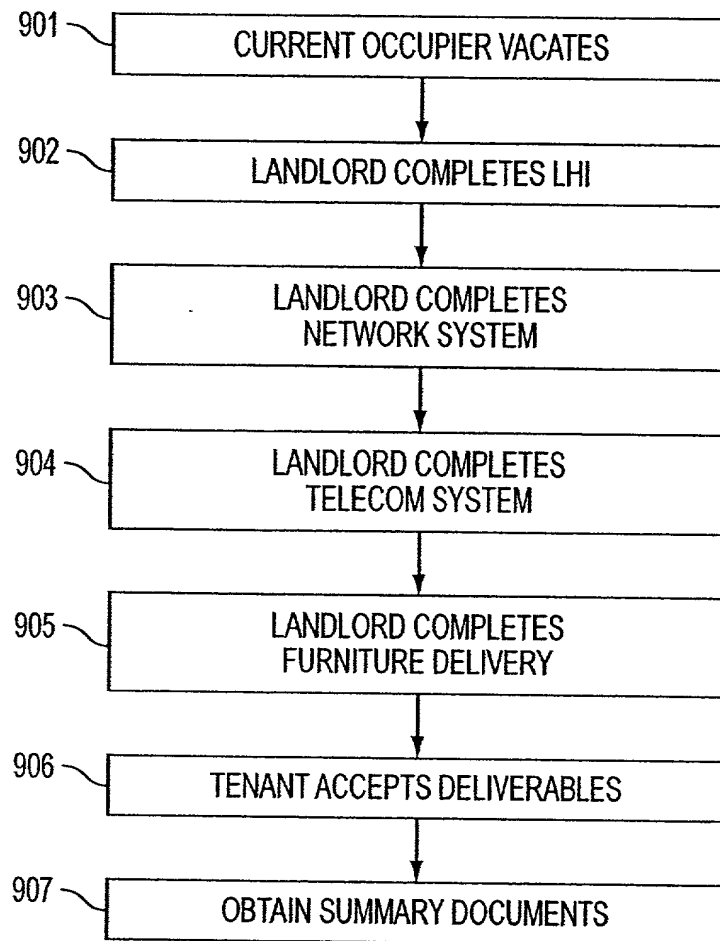


FIG. 9

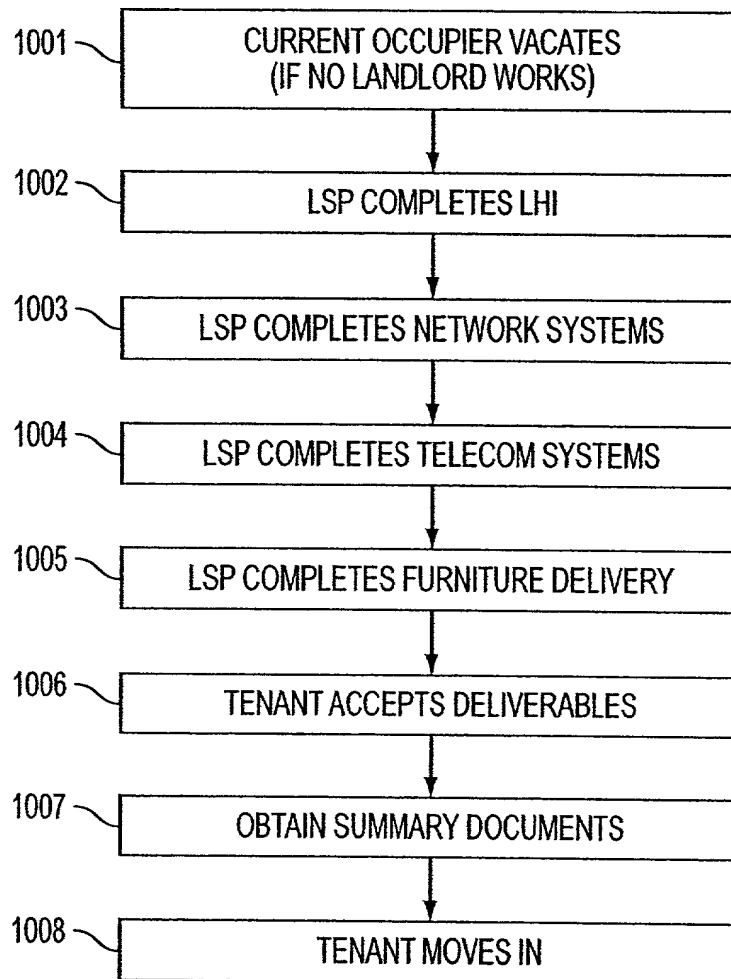


FIG. 10

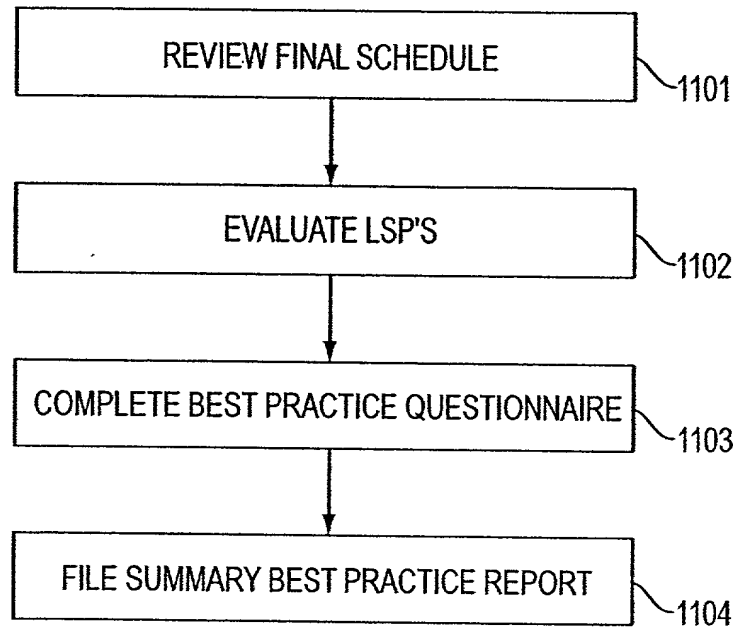


FIG. 11

Enter Project Number

GO

1201

- ▶ Instructions
- ▶ I. Confirm Lease Proposal & Agree Schedule
- ▶ II. Resolve Outstanding Business Issues
- ▶ III. Agree Lease Deliverables
- ▶ IV. Define Tenant Environment
- ▶ V. Finalize Legal Documents
- ▶ VI. Obtain Approvals and Execute Documents
- ▶ VII. Complete Landlord Works
- ▶ VIII. Complete Tenant Works
- ▶ IX. Issue Best Practice Report

1202

FIG. 12

PHASE I: CONFIRM LEASE PROPOSAL AND AGREE SCHEDULE			
LEASE PROVISION	TENANT 1308	VALUE 1309	LANDLORD 1310
1301 1. REQUIRED SPACE <u>HELP</u> 1314	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>DETAILS</u>	5000 FT2 (1538 M2) COMMENTS: <div>1312</div>	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>DETAILS</u> 1311
1302 2. DELIVERY DATE <u>HELP</u>	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>DETAILS</u>	JUNE 1, 2000 COMMENTS: <div></div>	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>DETAILS</u>
1303 3. RENT PER MONTH <u>HELP</u>	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER <u>DETAILS</u>	\$8,000 (E 7,940) COMMENTS: TENANT: CAN'T PAY MORE THAN \$7,500 <div>1313</div>	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER <u>DETAILS</u>
1304 4. TERM OF LEASE <u>HELP</u>	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>DETAILS</u>	3 YEARS COMMENTS: LANDLORD: OPTION TO EXTEND 1 YEAR AT SAME RENT <div></div>	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER <u>DETAILS</u>
<div>1305</div> <div>1306</div> <div>1307</div>			

FIG. 13

Decision	Tenant	Response & Dialogue Box	Landlord	
How much space is to be leased?	<div>1308</div> <div>1357</div> <div>1356</div>	<p>Note: The parties should indicate if known the actual or estimated amount of space in square feet or square meters, or indicate in the dialogue box if another measure would be used. If the exact amount of space is not known, the parties should refer to another description such as a particular floor or an amount of space as referred to in a particular plan.</p> <div>1309</div> <div>accept</div> <div>m²</div> <div>5000</div> <div>ft²</div> <div>accept</div> <div>We assume that the space measurements exclude closet space.</div> <div>1350</div>	<div>1310</div> <div>1309</div> <div>1350</div>	Details
Is there a plan that indicates the space to be leased?	<div>1353</div>	<p>Note: There should be a reference to a plan of the space. This plan is normally provided by the landlord. If there is no plan, the parties should refer in the dialogue box to the floor and building upon which the space is located.</p> <div>1352</div> <div> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> <div> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> <div> <div>Plan number 14577A, dated June 1, 2001, will control</div> <div>1351</div> </div>	<div>1351</div>	Details
Is the tenant leasing all or a portion of the space?	<div>1354</div>	<p>Note: Please indicate whether the tenant is leasing all of a floor, a partial floor, or some other portion of the premises.</p> <div> <input checked="" type="radio"/> Lease All Space on Floor </div> <div> <input checked="" type="radio"/> Lease All Space on Floor </div> <div> <input checked="" type="radio"/> Lease Portion of Space </div> <div> <input checked="" type="radio"/> Lease Portion of Space </div> <div> <input checked="" type="radio"/> Other </div> <div> <input checked="" type="radio"/> Other </div>	<div>1355</div>	Details
Have the parties agreed on the tenant's proposed occupancy date?	<div>1354</div>	<p>Note: This is the date when the tenant plans to move into the leased premises. At this point, this date is an objective, and not a commitment on the part of either party to meet this date. A more detailed schedule will be agreed in Step 7 of this phase.</p> <div> <input checked="" type="radio"/> Yes Specify below </div> <div> <input checked="" type="radio"/> Yes Specify below </div> <div> <input checked="" type="radio"/> No- to be agreed </div> <div> <input checked="" type="radio"/> No- to be agreed </div> <div> <div>December 1, 2001</div> <div>1355</div> </div>	<div>1355</div>	Details

FIG. 13A

DETAILS: LANDLORD'S WORKS (PHASE I)			
DECISION	TENANT	VALUE	LANDLORD
1401 1. DELIVER ON "TURNKEY" BASIS?	<input type="radio"/> AGREE <input type="radio"/> DEFER		<input type="radio"/> AGREE <input type="radio"/> DEFER
1402 2. DELIVER IN "AS-IS" CONDITION?	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER		<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER
1403 3. AGREED DEFINITION OF LANDLORD'S WORKS	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER	<div style="border: 1px solid black; padding: 5px;"> LANDLORD TO PROVIDE CABLE TV ACCESS </div> 1406	<input checked="" type="radio"/> AGREE <input type="radio"/> DEFER
1404 4. AGREED LANDLORD & TENANT CONTRIBUTION TO WORKS?	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER	<div style="border: 1px solid black; width: 100px; height: 40px;"></div> 1407	<input type="radio"/> AGREE <input checked="" type="radio"/> DEFER
VIEW LEASE PROPOSAL		DONE	COMMENT

FIG. 14

Issue Lease Proposal

TO:	<input type="text"/>
FROM:	<input type="text"/>
RE:	<input type="text"/>
DATE:	<input type="text"/>
Name of Recipient:	<input type="text"/>
Landlord or Current Tenant:	<input type="text"/>
Company Name of Tenant:	<input type="text"/>
Office Location:	<input type="text"/>
Size:	<input type="text"/>
Address of Proposed office:	<input type="text"/>
Current Measurement of Space:	<input type="text"/>
Lease Term:	<input type="text"/>
Rent:	<input type="text"/>
Lease Start:	<input type="text"/>
Rent Start:	<input type="text"/>
Rent Increase:	<input type="text"/>
Landlord's Work:	<input type="text"/>
Other Improvements:	<input type="text"/>
Break Option:	<input type="text"/>
Renewal Option:	<input type="text"/>
Expansion Option:	<input type="text"/>
Charges:	<input type="text"/>
Parking:	<input type="text"/>
Termination:	<input type="text"/>
Name of Sender:	<input type="text"/>

Back	Next
------	------

FIG. 16

Preview
Lease Proposal

TO: Robert Andrews
FROM: Joe Smith
RE: KPMG Boston

DATE: 6/16/2000

Dear Robert Andrews

The following is a proposal for the lease or sublease of offices of [insert name of landlord or current tenant] by [Company Name] at Leatherhead, England

Premises: circa 1000 m2 [compute sq. ft.] of rentable space on the 850 floor- of the xxxx building located at [insert address]. Space to be measured based on [current measurement of space or prevailing market practices].

Lease Term: [insert number of years or months]

Rent: \$400 per m2

Lease Start: [insert date for commencement of the lease]

Rent Start: [insert date for start of rent if after Lease Start]

Rent Increase: [insert CPI/indexation if any or other rent increase]

Landlord's Work: [insert condition in which landlord is to deliver the office premises if the landlord is responsible to make any alternations, linking if required to a separate document that describes the works, and whether the cost is paid by the landlord, paid by the tenant, or shared between the parties]

Other Improvements: [insert other improvements provided by landlord in the premises including furniture, network systems or telecommunications systems,, linking if required to a separate document with a more detailed description or inventory of improvements]

Break Option: [insert any options granted to tenant to terminate the lease before the end of the lease term including the effective date of break, required advance notice, and payment of penalties (if any) to landlord]

Renewal Option: [insert any options granted to tenant to renew the office premises including the number of lease terms, the advance notice, and method for calculation of rent increase].

Expansion Option: [insert any options granted to tenant to lease additional office space in

FIG. 17A

the building or buildings in which the offices are located, including any rights of refusal to lease additional space].

Charges: [insert rent cost per m² in local currency and convert to \$ per sq. ft. of any operating expenses to be paid by tenant for use of office space]

Parking: [insert the number of parking spaces to be rented and the annual cost per space in local currency and convert to \$ per sq. ft.]

Termination: [insert the condition in which the tenant must leave the premises upon termination of the lease, choosing among a) return the premises to the landlord in good condition, reasonable wear and tear excepted, b) return the premises to the landlord in its original condition with no allowance for reasonable wear, or c) other condition to be mutually agreed.]

This proposal is subject to the approval of [insert company name of tenant] corporate management. **Under no circumstances shall this proposal constitute a binding legal commitment on behalf of [insert company name of tenant] to lease the above premises.**

Please confirm in writing that the above proposed terms and conditions are acceptable.
Thank you.

Best regards,

Joe Smith

Done

FIG. 17B

Global Lease Link
Project Number xxxx
Preliminary Project Schedule

I.	Confirm Lease Proposal & Agree Schedule	23 Jun 2000
II.	Resolve Outstanding Business Issues	30 Jun 2000
III.	Agree Lease Deliverables	01 Jul 2000
IV.	Define Tenant Environment	07 Jul 2000
V.	Finalize Legal Documents	10 Jul 2000
VI.	Obtain Approvals and Execute Documents	15 Jul 2000
VII.	Complete Landlord Works	15 Aug 2000
VIII.	Complete Tenant Works	30 Sep 2000
IX.	Issue Best Practice Report	07 Oct 2000

FIG. 18

**Local Service Provider- Architect/Interior Designer
Request for Proposals
Scope of Services**

Phase I: Space Programming and Adjacencies

XXX has prepared a one-page program summary. Architect will meet XXX to review this document and discuss adjacencies. Maximum cost not to exceed LC xxxxx

Phase II: Preliminary Plan and Building Survey

Architect will visit two buildings and receive preliminary CAD space plans for each. Architect will prepare "block plans" for XXX's review. Based upon XXX's feedback and comments, Architect will revise plans and make a preliminary fit of furniture using generic templates that approximate current and required furniture. Architect will review building systems and other base building specifications and, based upon XXX's needs, advise if any problems are anticipated.

Phase III: Preliminary Specification and Cost

Based on an agreed preliminary plan, Architect will prepare a 2 to 3 page summary of required works including partitions, carpeting, ceiling, electrical distribution and lighting requirements, and air-conditioning/ventilation needs (normal except for server room), along with preliminary quantities and cost. Architect will estimate the time to complete these works. Architect will not specify server or telephone systems.

Phase IV: Review of Landlord Proposal and Cost Estimates

Architect will meet with landlord to review their response to specifications and will prepare an estimated cost for work not included in landlord's "building standard" fitout.

Phase V: Preparation of Lease Documents

Architect will prepare detailed plans of works to be completed by landlord including partition, ceiling/lighting, electrical, and ventilation plans along with quantity measurements. Architect will provide a written specification of landlord's work including interior finishes. Architect will prepare a furniture plan based upon an inventory to be provided by XXX. Assume that all requirements for furniture shall be competitively bid to local vendors, and that Architect shall not accept compensation from any furniture vendors.

Phase VI: Project Monitoring and Coordination

Landlord will be responsible for a turnkey delivery of XXX's fitout requirements. Architect will inspect progress of works and report any difficulties. Architect will also coordinate schedule for delivery and installation of XXX's furniture, data cabling, telecomm, and security systems.

Phase VII: Handover of Premises

Prior to occupancy, Architect will accompany XXX on a final inspection of premises to accept the landlord works and/or agree on a defects list.

FIG. 19A

Phase VIII: Relocation Management

Architect will coordinate all aspects of the move into the new premises including moving schedules, and relocation (if any) of furniture, telephone and server systems. Architect will indicate if they do not provide this service.

FIG. 19B

Phase	Assign. Responsible Party	
Agree Lease Proposal and Schedule	Note: If more than one party will be assigned to be responsible for decisions within a particular phase, click onto Details to assign responsibility for partic decisions.	
	Tenant Assigned Party:	Landlord Assigned Party:
	Company <input type="text" value="Realtor Plus"/>	Company <input type="text" value="Landlord Holdings Inc"/>
	User Name <input type="text" value="Jack Realtor"/>	User Name <input type="text" value="Bob Worker"/>
	Role <input type="text" value="Real Estate Agent"/>	Role <input type="text" value="Real Estate Agent"/>
Resolve Outstanding Business Issues	Note: If more than one party will be assigned to be responsible for decisions within a particular phase, click onto Details to assign responsibility for partic decisions.	
	Tenant Assigned Party:	Landlord Assigned Party:
	Company <input type="text" value="Brokers Plus"/>	Company <input type="text" value="Landlord & Co."/>
	User Name <input type="text" value="Steve Smart"/>	User Name <input type="text" value="Joe Landlord"/>
	Role <input type="text" value="Contract Manager"/>	Role <input type="text" value="Landlord"/>
Agree Landlord Lease Deliverables	Note: If more than one party will be assigned to be responsible for decisions within a particular phase, click onto Details to assign responsibility for partic decisions.	
	Tenant Assigned Party:	Landlord Assigned Party:
	Company <input type="text" value="Office Plus"/>	Company <input type="text" value="Landlord Holdings Inc"/>
	User Name <input type="text" value="Susan Smith"/>	User Name <input type="text" value="Bob Worker"/>
	Role <input type="text" value="Architect"/>	Role <input type="text" value="Architect"/>
Define Tenant Environment	Note: If more than one party will be assigned to be responsible for decisions within a particular phase, click onto Details to assign responsibility for partic decisions.	
	Tenant Assigned Party:	Landlord Assigned Party:
	Company <input type="text"/>	Company <input type="text"/>
	User Name <input type="text"/>	User Name <input type="text"/>

FIG. 20

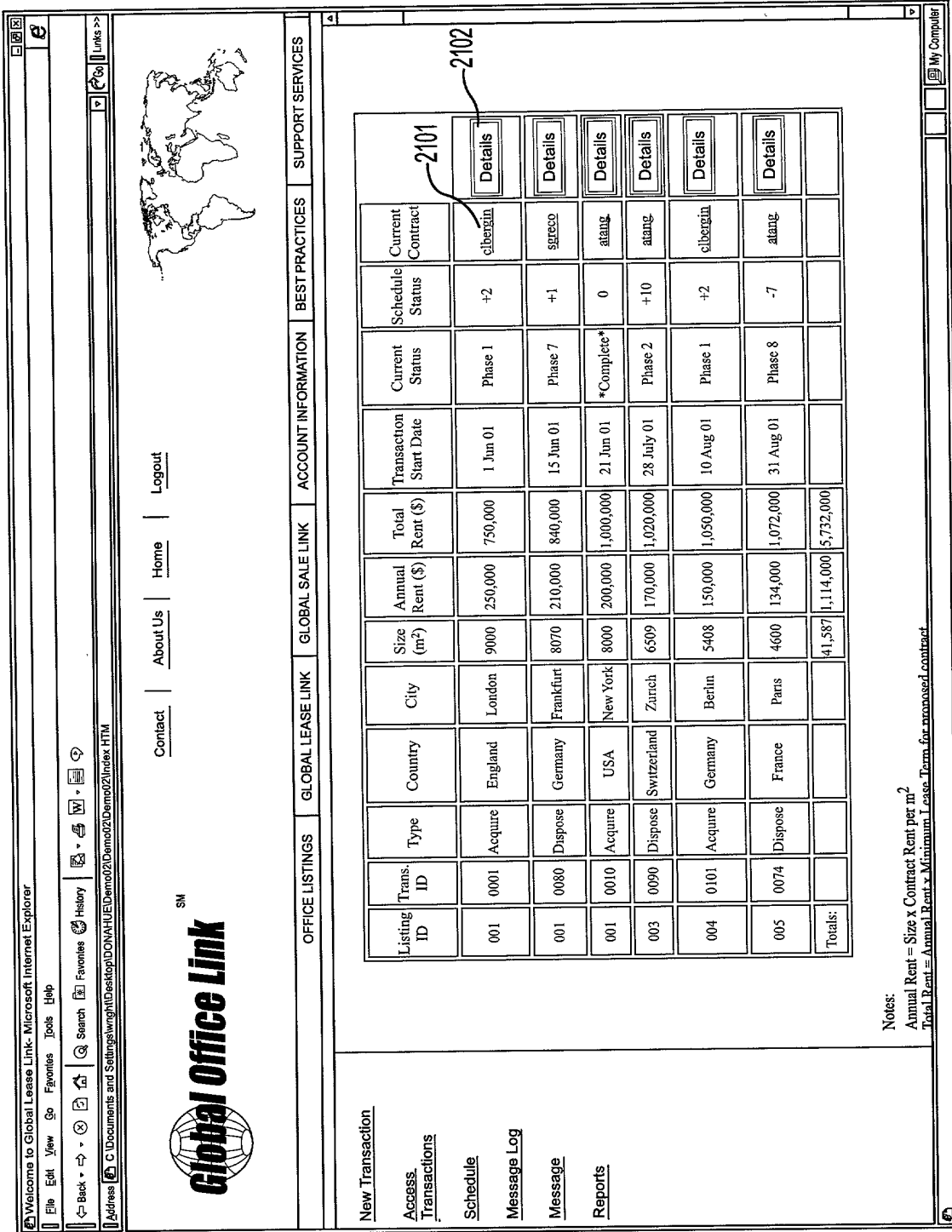


FIG. 21

New Message

To: 2201

Subject: 2202

Attachment: Browse... 2205

Message: private ☐ Yes ☒ No

2206

I think we have seriously underestimated the amount of space that we need. Please call me to discuss further.

Bob

2203

2204

Send Reset

FIG. 22


www.globaloffice-link.com

Welcome to Global Lease Link- Microsoft Internet Explorer


File Edit View Go Favorites Tools Help

Back Forward Stop Search Favorites History

Address C:\Documents and Settings\wright\Desktop\DONAHUE\Demo02\Index HTML

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New Message

To:

Real Estate Rep

2301

Other Recipient:

Subject:

Lease Proposal

2302

Attachment Type:

Lease Proposal

2302

Attachment:

Browse...

Message:

Enclosed for your review is the initial lease proposal that was submitted by the landlord's agent. I am rather concerned about the landlord's delivery date. Please advise. Thank you.

2303

Send

Reset

Done

My Computer

FIG. 23

Transaction Report

Listing ID:

001

Transaction ID:

0001

Phase	Scheduled Start Date	Scheduled End Date	Actual Start Date	Actual End Date	Differential	Current Contact
I	6/1/01	6/10/01	6/1/01	6/12/01	+2	clbergin
II	6/11/01	6/15/01	6/12/01	6/16/01	+1	sgreco
III	6/16/01	6/21/01	6/17/01	6/21/01	0	atang
IV	6/22/01	7/5/01	6/22/01	7/3/01	-2	clbergin
V	7/6/01	7/18/01	7/6/01	*OPEN*	*OPEN*	sgreco
VI	7/19/01	7/28/01	*OPEN*	*OPEN*	*OPEN*	atang
VII	7/29/01	8/10/01	*OPEN*	*OPEN*	*OPEN*	clbergin
VIII	8/11/01	8/20/01	*OPEN*	*OPEN*	*OPEN*	sgreco
IX	8/21/01	8/31/01	*OPEN*	*OPEN*	*OPEN*	atang

View Transaction

Back

FIG. 24

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Sale Link Application

Global Sale Link Phases

ENTER TRANSACTION NUMBER:

GO

Introduction

2601

2600

- I. Confirm Business Terms and Schedule
- II. Resolve Outstanding Business Issues
- III. Agree Seller's Deliverables and Buyer's Conditions
- IV. Finalize Purchase & Sale Document
- V. Obtain Approvals and Sign Contract
- VI. Complete Buyer's Due Diligence
- VII. Complete Seller's Works and Deliverables
- VIII. Complete Transaction and Closing
- IX. Issue Best Practice Report

FIG. 26

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Sale Link Application

Global Sale Link

Project Number: 00000001

I. Confirm Sale Proposal and Schedule

In this phase the Buyer and Seller will summarize the terms and conditions they have agreed upon for sale of the property and/or assets, and a Sale Proposal and schedule will be agreed upon.

2712

2711

Decision	Buyer	Seller	
2701 1. Agreed Sale Price?	<input type="button" value="Agree"/>	<input type="button" value="Agree"/>	2713 Details
2702 2. Agreed on Description of Assets ?	<input type="button" value="Defer"/>	<input type="button" value="Agree"/>	Details
2703 3. Agreed Structure of Transaction ?	<input type="button" value="Defer"/>	<input type="button" value="Defer"/>	Details
2704 4. Agreed Payment Terms ?	<input type="text"/>	<input type="text"/>	Details
2705 5. Agreed Other Conditions to Sale ?	<input type="text"/>	<input type="text"/>	Details
2706 6. Agreed Deposit ?	<input type="text"/>	<input type="text"/>	Details
2707 7. Agreed Closing Date ?	<input type="text"/>	<input type="text"/>	Details
2708 8. Issue and Agree on Schedule ?	<input type="text"/>	<input type="text"/>	Details
2709 9. Issue and Agree Sale Proposal ?	<input type="text"/>	<input type="text"/>	Details

2710 [View Draft Sale Proposal](#)[Message](#)

FIG. 27



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Sale Link Application

Global Sale Link

Project Number: 00000001

Confirm Business Terms: Sale Price

Decision	Buyer	Seller
Specify Currency	<input type="text" value="\$"/>	<input type="text" value="\$"/>
Fixed Price	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Specify Fixed Price	<input type="text" value="\$5,000,000"/>	<input type="text" value="\$5,000,000"/>
Variable Price	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Conditions for Variable Price	<input type="text"/>	<input type="text"/>
Specify Variable Price	<input type="text"/>	<input type="text"/>

Message

Done

FIG. 28

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Sale Link Application

Global Sale Link

Project Number: 00000001

II. Resolve Outstanding Business Issues: Payment Terms

	Decision	Buyer	Seller	
2901	Agree on Resolution Method	<input type="text"/>	<input type="text"/>	2906 Resolve
2902	Select a Local Service Provider	<input type="text"/>	<input type="text"/>	Resolve
2903	Resolve Issue with LSP	<input type="text"/>	<input type="text"/>	Resolve
2904	Resolve Issue without LSP	<input type="text"/>	<input type="text"/>	Resolve
2905	Agree Summary Documents	<input type="text"/>	<input type="text"/>	Resolve

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FIG. 29



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III. Agree Seller's Deliverables and Buyer's Conditions

In this phase the Buyer and Seller will agree on the assets to be delivered by the Seller at the closing of the transaction, and the conditions for the Buyer's purchase of the property, and (if necessary) agree to a revised Sale Proposal and a revised schedule.

Buyer	Decision	Seller	
<input type="button" value="Agree"/>	1. Checklist	<input type="button" value="Agree"/>	Details
<input type="button" value="Agree"/>	2. Agree Seller's Building & Land Deliverables	<input type="button" value="Agree"/>	Details
<input type="button" value="-----"/>	3. Agree Seller's Required Building & Land Works	<input type="button" value="-----"/>	Details
<input type="button" value="-----"/>	4. Agree Buyer's Mortgage Financing Condition	<input type="button" value="-----"/>	Details
<input type="button" value="-----"/>	5. Agree Buyer's Due Diligence Conditions	<input type="button" value="-----"/>	Details
<input type="button" value="-----"/>	6. Need a Local Service Provider?	<input type="button" value="-----"/>	Details
<input type="button" value="-----"/>	7. Issue and Agree Summary Document ?	<input type="button" value="-----"/>	Details

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FIG. 30



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IV. Agree Purchase & Sale Contract

In this phase the Buyer and Seller will negotiate and agree to a contract for sale of property and/ or assets and prepare final documents for signature by the parties.

Buyer	Decision	Seller	
<input type="button" value="Defer"/>	1. Need a Local Service Provider ?	<input type="button" value="Agree"/>	Details
<input type="button" value="Agree"/>	2. Review Draft Contract 1	<input type="button" value="-----"/>	Details
<input type="button" value="-----"/>	3. Review Draft Contract 2	<input type="button" value="-----"/>	Details
<input type="button" value="-----"/>	4. Require Additional Documents ?	<input type="button" value="-----"/>	Details
<input type="button" value="-----"/>	5. Resolve Open Issues	<input type="button" value="-----"/>	Details
<input type="button" value="-----"/>	6. Prepare Final Contract	<input type="button" value="-----"/>	Details

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FIG. 31

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Sale Link Application

Global Sale Link

V. Obtain Approvals and Sign Contract

In this phase, the Buyer and Seller will each obtain their necessary internal approvals and then will sign the purchase and sale contract

Buyer	Decision	Seller	
<input type="button" value="Defer"/>	1. Prepare Information Summaries	<input type="button" value="Agree"/>	<input type="button" value="Details"/>
<input type="button" value="Agree"/>	2. Obtain Required Approvals	<input type="button" value="Agree"/>	<input type="button" value="Details"/>
<input type="button" value="-----"/>	3. Sign Purchase and Sale Contract	<input type="button" value="-----"/>	<input type="button" value="Details"/>
<input type="button" value="-----"/>	4. Exchange and Enable	<input type="button" value="-----"/>	<input type="button" value="Details"/>

Message

FIG. 32



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VI. Complete Buyer's Due Diligence

In this phase the Buyer will complete its due diligence studies that are specified in the contract as conditions to purchase the property and/or assets, and the Buyer will notify the Seller whether or not it will complete the transaction.

Buyer	Decision	LSP*	
<input type="button" value="Agree"/>	1. Complete Studies of Physical Assets	<input type="button" value="Agree"/>	<input type="button" value="Details"/>
<input type="button" value="Agree"/>	2. Complete Review of Permits and Approvals	<input type="button" value="Agree"/>	<input type="button" value="Details"/>
<input type="button" value="Defer"/>	3. Complete Review of Title & Company Structure	<input type="button" value="Defer"/>	<input type="button" value="Details"/>
<input type="button" value="Defer"/>	4. Complete Review of Financial Information	<input type="button" value="Defer"/>	<input type="button" value="Details"/>
<input type="button" value="-----"/>	5. Send Completion Notice	<input type="button" value="-----"/>	<input type="button" value="Details"/>

Message

*LSP= Professionals chosen by Buyer to provide advice and information.

FIG. 33

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VII. Complete Seller's Works & Deliverables

In this phase the Seller will complete the works in the property that are specified as conditions to a closing, and deliver for the Buyer's review any required information and/or guarantees that are due before the closing.

Buyer	Decision	Seller	
<input type="button" value="Agree"/>	1. Complete Repairs and Replacements	<input type="button" value="Agree"/>	Details
<input type="button" value="Agree"/>	2. Deliver Required Permits	<input type="button" value="Agree"/>	Details
<input type="button" value="Defer"/>	3. Deliver Required Guarantees	<input type="button" value="Defer"/>	Details
<input type="button" value="-----"/>	4. Deliver Required Financial Statements	<input type="button" value="-----"/>	Details
<input type="button" value="-----"/>	5. Summary of Accepted Works and Deliverables	<input type="button" value="-----"/>	Details

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FIG. 34



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VIII. Complete Transaction & Closing

In this phase the Buyer and Seller will sign all documents that are necessary to close the transaction, and complete the transfer of money, of financial instruments and of the property and/or assets.

Tenant	Decision	Landlord	
<input type="button" value="Agree"/>	1. Agree List of Closing Documents	<input type="button" value="Agree"/>	Details
<input type="button" value="Agree"/>	2. Agree on Form of Final Documents	<input type="button" value="Agree"/>	Details
<input type="button" value="-----"/>	3. Obtain Authorizations and Guarantees	<input type="button" value="-----"/>	Details
<input type="button" value="-----"/>	4. Obtain Final Account/Financial Statements	<input type="button" value="-----"/>	Details
<input type="button" value="-----"/>	5. Make Final Inspections	<input type="button" value="-----"/>	Details
<input type="button" value="-----"/>	6. Sign Final Documents	<input type="button" value="-----"/>	Details
<input type="button" value="-----"/>	7. Transfer of Financial Consideration and Ownership	<input type="button" value="-----"/>	Details

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FIG. 35



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[BEST PRACTICES](#)
[SUP](#)

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IX. Issue Best Practice Report

In this phase the Buyer and Seller will complete best practice reports that will evaluate this transaction process and the service providers who assisted with the transaction.

Tenant	Decision	Landlord	
<input type="button" value="Agree"/>	1. Review Final Schedule	<input type="button" value="Agree"/>	<input type="button" value="Details"/>
<input type="button" value="Agree"/>	2. Complete Transaction Evaluation Form	<input type="button" value="Agree"/>	<input type="button" value="Details"/>
<input type="button" value="Agree"/>	3. Complete LSP Evaluation Form	<input type="button" value="Agree"/>	<input type="button" value="Details"/>
<input type="button" value="Agree"/>	4. Issue Best Practice Report	<input type="button" value="Agree"/>	<input type="button" value="Details"/>

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FIG. 36

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Proposal for

Sale of Assets or Property

TO: [Name of Buyer or Representative]

FROM: [Name of Seller or Representative]

RE: [Address of Property]

DATE: [Date of Offer]

Dear [insert name of Buyer's representative]:

The following is a proposal for the sale of [Property Asset Shares] of [insert name of Seller] by [insert name of Buyer] at [Address of Property]:

Buyer: [Buyer's name]

Seller: [Seller's name]

Property: circa xxxx [m2 or sq. ft.] building located at [insert address]

Deal Structure: [Sale of Property, etc]

Selling Price: [currency], [price], or [To be Determined]

Closing Date: [insert day month year of closing]

Payment Terms: [insert payment terms]

Buyer's Conditions. Sale is subject to [insert conditions]

P&S Date: [insert day month year P&S is to be signed]

Deposit: [insert amount] payable on or before [insert date or upon signature of P&S and other conditons]

Other Condition 1: [text box to insert detailed conditions to sale agreed by parties]

Other Condition X: [text box to insert detailed conditions to sale agreed by parties]

Termination: [insert language to terminate negotiations if necessary]

This proposal is subject to the approval of [Buyer's name] and [Seller's name] company management. The Buyer and Seller agree that this proposal shall not constitute a binding legal commitment on behalf of [Seller's name] to sell the above Property and on behalf of [Buyer's name] to purchase the Property.

[Buyer's name] and [Seller's Name] shall indicate by signing in the space below that they agree to the terms of this Sale Proposal. Thank you.

Accepts Sale Proposal:

Accepts Sale Proposal

FIG. 37